



# Clubs & Societies

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## Common Constitution for University of Limerick Clubs & Societies

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Passed on the 7<sup>th</sup> Feb 2011 by UL Clubs and  
Societies Council

## UL Trampoline & Gymnastics Club

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Adopted with additions on the 15-08-2017

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# The Constitution of UL Trampoline & Gymnastics Club

## **1. Constitution:**

1.1 Passed by the members' of The University of Limerick Trampoline and Gymnastics Club on 21-04-2015

1.2 Individual Clubs & Societies Committees may not insert sections or wordings to undermine the integrity of the Clubs & Societies common constitution

1.3 Only clubs & Societies Council may make alterations to the standard sections of this document.

1.4 Clubs & Societies Common constitution is subject to the University of Limerick Students Union constitution.

1.5 This constitution is to be made available to all members of the University of Limerick Trampoline and Gymnastics Club on request and will be displayed via the internet.

1.6 This Constitution replaces any previous constitution of University of Limerick Trampoline and Gymnastics Club and any additions shall have to conform to the requirements of this common constitution.

## **2. General Provisions**

### **2.1 Title**

The title of the Club shall be the University of Limerick Trampoline & Gymnastics Club.

### **2.2 Affiliation**

The Stables Club

### **2.3 Aims & Objectives**

The aims & objectives of the Club are as follows:

The aim of the Club is to facilitate the sport of Gymnastics and Trampoline Gymnastics (in all its forms to the best of its abilities') at the University of Limerick by providing coaching and a suitable environment to new members and existing Gymnasts.

The Club shall aim to provide coaching to its' members' to further their skill and progression in the sport.

The Club shall provide the facilities for the safe maintenance and maintain the best standard of the equipment used by members'.

### **3. Membership**

#### **3.1 Types of Membership**

The membership of the Club shall consist of Full Members, Associate Members and Honorary Members who have paid their Membership Fee.

##### **3.1.1 Full Members**

- a) All students currently attending a course at the University of Limerick and all current staff [permanent and part-time] and alumni of the University of Limerick and UL Students Union are eligible to be Full Members of the Club. Attending a course for the purpose of the Constitution means pursuing any degree (undergraduate or postgraduate), full-time or part-time and includes time spent on teaching practice, co-operative education, Erasmus and link-in modules.
- b) Students of Mary Immaculate College, Limerick are not eligible to be Full Members of the Club.
- c) Anyone who is a Full Member of the Club shall be entitled to be nominated to any position on the Committee or to any other committee of the Club.
- d) Full Members and Full Members only, shall have voting rights at any general meeting of the Club.

##### **3.1.2 Associate Members**

- a) A member of the public who is aged eighteen years or over is eligible to be an Associate Member of the Club.
- b) Associate Members shall have no voting rights at any meeting of the Club and may not hold a Core Committee Position in the Club.
- c) Associate Members shall be entitled to hold other committee positions in accordance with the provisions of section 4.2 or may be requested by the Club to serve in an advisory position to a committee.

##### **3.1.3 Coaching Members**

- a) A member of the public or student/alumni/staff of the University of Limerick who holds a certifiable trampoline coaching qualification. This qualification may either be through Gymnastics Ireland or an international qualification of comparable standard.
- b) Coaching members' rights within the club are not determined by their status as a coaching member but by their meeting the criteria for either Full Member or Associate Member as outlined in sections 3.1.1 and 3.1.2.

### **3.1.4 Honorary Members**

- a) The Committee of the Club may, subject to prior consultation with and approval of the Clubs & Societies Executive, invite any person to be an Honorary Member who meets at least 6 of the following 9 criteria:
- i. Been a Coach with the Club for a period of 3 or more years.
  - ii. Been a non-student Coach with the Club for 1 or more years.
  - iii. Been a Committee Member in the Club for 2 or more years.
  - iv. Served as a Judge for the Club at competitions in domestically or abroad.
  - v. Represented the University and the Club at competitions for 3 or more consecutive or non-consecutive years.
  - vi. Been an active member with the club for 6 or more years.
  - vii. Acted as a driver for the Club to or from exterior trainings or competitions.
  - viii. Aided in the setting up of the Club.
  - ix. Aided the Club in fundraising activities.
- b) Honorary Members shall have the same rights as Associate Members, unless they fulfil the criteria for full membership in which case they shall have the same rights as a Full Member
- c) Notwithstanding clause 3.2.1 below, Honorary Members shall be exempt from paying any Membership Fee.

Current students should account for at least 75% of the listed membership of the Club.

### **3.2 Membership Fees and Term**

Every member of the Club must pay an annual membership fee in order to be eligible to be a current member of the Club, as well as completing the form in the membership books or Electronic Membership Form.

There are three categories of Membership Fees as follows:

- |                         |       |
|-------------------------|-------|
| a. Student              | 1 x € |
| b. Alumni & Staff of UL | 2 x € |
| c. Associates           | 3 x € |
| d. Coach                | 1 x € |

It must be remembered that these are University of Limerick Clubs and Societies, funded in the main by University of Limerick Student Capitation and this must be respected.

The Clubs & Societies Executive will safeguard the entity of the individual Club as per their constitution where grievances occur amongst the membership that cannot be resolved internally.

The term of membership shall be from the date a Member signs the membership book until Monday of Week One of Semester One of the following academic year.

### **3.3 Resignation of Members**

Any member who wishes to resign must do so by giving the Secretary at least fourteen (14) days written notice (which includes notice by email) of their intention to do so.

## **4. The Committee**

The Committee shall manage the business and affairs of the Club.

### **4.1 Composition**

The Committee shall be elected solely from the membership of the Club

The Committee shall be composed of the following officers:

- i. Captain
- ii. Secretary
- iii. Treasurer
- iv. Health, Safety & Equipment Officer
- v. Head Coach
- vi. Public Relations Officer
- vii. Events Officer
- viii. Welfare Officer
- ix. Competitions Officer
- x. First Year Representative

The core Committee position, are defined as the Captain, Secretary, Treasurer and Health, Safety & Equipment Officer. One of the first four listed people (Captain, Secretary, Treasurer and Health, Safety & Equipment Officer) must be designated bi-weekly as a Club representative on the Clubs' and Societies' Council at each meeting along with another Committee member (Second core member not necessary). Various Clubs and Societies may see other Committee positions as core positions BUT it is at the discretion of the Clubs and Societies Executive on a case-by-case basis beyond those specifically outlined above.

#### **4.1.1 The Captain**

The Officer whose duties encompass those of the Captain is in charge of the overall running of the Club. This shall include but not limited to,

- Ensure the coherent organization of the other Committee members
- To advise secretary on meetings agenda's.
- To pursue resolutions passed at meetings
- Making sure people do their assigned tasks.
- To help the treasurer
- Will be entrusted with access to the club bank account details.

#### **4.1.2 The Secretary**

The Officer whose duties encompass those of the Secretary is in charge of maintaining all documentation necessary for the Club. This shall include, but not be limited to,

- To chair at official meetings.
- The Minutes of any and all meetings and the Handover documents for the next Committee.
- Is responsible for the recording and distribution of documentation relating to official club meetings.
- Is responsible for keeping up to date member list.
- Sending news documents about club activities to all members.
- Informing members of any upcoming events.
- Have casting vote in the event of a tie.
- Will also be entrusted with access to the bank account details.

#### **4.1.3 The Treasurer**

The Officer whose duties encompass those of the Treasurer is in charge of maintaining

the Club's accounts and of submitting the Club's Budget submission and duties shall include, but not be limited to,

- Is responsible for all financial matters pertaining to the Clubs activities.
- This includes the duty of obtaining sponsorship with the help of a sub-committee if deemed necessary
- Will be entrusted with access to the club bank account details.

#### **4.1.4 The Health, Safety & Equipment Officer**

The Officer whose duties encompass those of the Safety & Equipment Officer is in charge of ensuring the Club's Safety Statement is relevant and achievable, that the Club ensures good safety records are kept and that the Club follows its Safety Statement. This shall include but not limited to,

- Responsible for insuring that the Safety Statement is upheld by all members.
- Their role is strictly advisory. Their duty is to inform an individual if they are breaching the code of conduct relating to safety.
- Once informed of such it is the individuals' responsibility to adhere to the code of conduct.
- It is their duty to inform the committee of any continuing misconduct for the committee to decide on disciplinary actions.
- Who will also be responsible for the sourcing of new equipment and assist the treasurer in the development of a new three five year plan.
- Will also be entrusted with access to the bank account details.

#### **4.1.5 Public Relations Officer**

The Public Relations Officer's duty involves the running of all the club's media and public sites. This includes but is not limited to

- Website
- Snapchat
- Twitter

They are also responsible for keeping the C&S and UL updated on our triumphs and achievements by writing articles about our:

- Charity work & Fundraisers
- Competition Results
- Events



#### **4.1.6 Welfare Officer**

The following is in relation to;

a) On the occasion that the Club organises or hosts an event which involves the participation of young people under 18

Or

b) If an U18 joins our Club,

The Club Welfare Officer should be child centred in focus and have as their primary aim the establishment of a youth centred ethos within the Club.

The Welfare Officer is the link between the children and the adults in the Club. They also take responsibility for monitoring and reporting to the Club Management Committee on how Club Policy & Procedures impact on the young people and Coaches. Both male and female Children's Officers are required where both genders are catered for in the Club.

The Club Welfare Officer will have the following functions:

- To ensure that all club members including Gymnasts, Coaches, Parents Guardians, Officials and Spectators are aware of and adhere to the 'Code of Ethics & Good Practice for Youth Sport in Irish Gymnastics'
- To ensure that proper recruitment procedures are in place where a coach or any adult will be working with a young person, including that any individual completes a Garda vetting form and forwards it to the IG Policy Welfare Officer
- To ensure that when organising or hosting a competition that the principles outlined in the "Code of Ethics & Good Practice for Youth Sport" are adhered to
- To ensure that any young person is aware of how issues can be raised in the club
- To attend a 'Basic Awareness Workshop' (organised by Irish Gymnastics or a Local Sports Partnership) and promote awareness of 'Basic Awareness' courses for all adults
- The Welfare Officer will also carry out the role The Designated Person. The Designated Person will be responsible for dealing with any concerns about the protection of children. The Designated Person is responsible for reporting allegations or suspicions of child abuse to the Health Service Executive (ROI)

#### **4.1.7 Head Coach**

The head coach is responsible for the organisation of the coaching structure in the Club. This includes, but is not limited to:

- Creating training plans for fresher's
- Creating training plans for competitive members
- Organising the structure of training sessions
- Organise a rota for qualified coaches
- Organising coaching courses for potential long term members
- To ensure that all Coaches have the relevant level of coaching accreditation appropriate to the level of the gymnast

#### **4.1.8 Events Officer**

The Events Officer is in charge of all events hosted by ULTGC. This includes but is not limited to

- Fundraisers
- Charity Events
- Promotions
- Recruitment Drives
- Outdoor Bounces
- Fresher's Nights
- Social Nights

#### **4.1.9 Competitions Officer**

The Competitions Officer is in charge of the organising of weekends away to competitions and the organising of competitions that UL May host. The current competitive calendar is as follows:

- The Munster Open (October)
- The Irish Varsities (November)
- Scottish Student Open (February)
- Irish Student Open (March/April)

#### **4.1.10 First Year Representative**

The first year representative is the voice of the fresher's in the club. They also provide a direct link between committee and new members. They must ensure that everyone is as involved in the club as they wish to be and are properly informed of all club policies and events.

#### **4.2 Election of Officers**

The method of election for committee members shall be by a simple majority vote of those members present at a general meeting. Each candidate must be proposed and seconded by other members of the club then voted in by majority vote. A secret Ballot can be requested by candidates if they so choose.

In the event of a tie the member of committee currently instated may have the casting vote.

#### **4.3 Resignation of Officers**

Officers may resign by giving one week's written notice to the Secretary, or in the case of the Secretary, to the Captain.

#### **4.4 Retirement of Officers**

All officers shall retire at the AGM immediately prior to the election of the new Committee and that Committee for the following year shall be elected in accordance with the provisions of section 5.2.

#### **4.5 Vacancies on the Committee**

In the case of a vacancy on the Committee due to resignation or expulsion as per section 7 of an officer or for any other reason, the Committee shall have the power to co-opt any Member to the Committee until the next general meeting (be it an EGM or an AGM), at which a new officer will be appointed in accordance with section 5.2.

#### **4.6 Dismissal of an Officer**

Any Officer of a Committee may be dismissed by the Membership, by the passing of a motion of no-confidence by a majority of members at an official meeting of the Union. This meeting can be called by the general membership with a signed petition to the committee calling for the motion. The petition must be signed by a minimum of 15 members (the number required to call an AGMEGM as per Constitution regulation 5.1.2) A motion of no-confidence shall be proposed by one member of the committee and seconded by another member of the committee.

The accused shall be notified of the motion at least three academic days before the hearing of charges at an official Meeting of the Club.

The accused shall be granted an opportunity to plead their case to the committee before voting occurs.

The dismissal of a member as an Officer does not affect the right of that member to stand for future elections and they may still hold their position of a member in the club.

#### **4.7 Committee Members**

The committee members shall represent particular activity interests and shall undertake to develop these activities within the club, provided that these activities have been sanctioned by the committee.

- Membership of the committee lasts until the start of the following academic year.
- If a committee member cannot hold their position for the full year a replacement candidate may be elected in their absence by way of majority vote during an official club meeting.
- Where such mandates do not infringe the Law, the UL Code of Conduct or agreements with the Student Union, the Committee shall be directed by motion of the membership in policy matters.

#### **4.8 Sub-Committees**

The Committee may appoint and dismiss sub-committees from the Club membership and prescribe rules for those sub-committees as appropriate. Sub-committees will retire annually on the date of the relevant AGM, or when their function is complete, whichever is the sooner.

#### **4.9 Handover Documents**

Each outgoing officer of the Committee must present Handover Documents at the end of their term detailing the specific roles and responsibilities and the person(s) with whom they conducted the business of the Club in order to assist the incoming officers with their development of the Club.

## **5. Meetings**

### **5.1 General Meetings**

#### **Annual General Meeting (AGM) & Extraordinary General Meetings (EGM)**

The Committee shall give fourteen (14) days ' notice of any general meeting to all members along with a call for any submissions and motions to be submitted to the Committee in writing six (6) days in advance of the general meeting.

**5.1.1** Members shall be notified of general meetings in writing through at least two mediums (text, email, and/or posters).

**5.1.2** The agenda for the general meeting including submissions and motions is to be circulated to Full Members five (5) days in advance of the meeting.

**5.1.3** An EGM must be convened at the request of fifteen (15) or more Full Members in writing to the Chairperson clearly stating the purpose for that meeting. The EGM will be held no later than fourteen (14) days of receipt of the written request. The Clubs & Societies Executive (CSE) must also be made aware of this request by a member of the core committee

**5.1.4** The CSE must be notified of all general meetings by a member of the Core Committee.

### **5.2 Voting at General Meetings**

**5.1.5** Voting shall be by show of hands unless otherwise determined in a vote of the meeting e. g. candidates may wish to have a secret paper ballot.

**5.1.6** Each Full Member shall have one vote at any general meeting.

**5.1.7** Motions and resolutions must be passed by a simple majority of those Full Members present at the meeting.

**5.1.8** Elections to the roles of officers of the Committee shall be by simple majority vote of those Full Members present at the meeting.

**5.1.9** All nominations for each committee position require a Proposer and separate Secunder from the membership. Any Member may nominate themselves at the meeting for election as an officer of the Club Committee. Officers who have immediately prior resigned pursuant to Clause 4.4 are eligible for re-election (unless they have become ineligible for any other reason).

**5.1.10** In the event of an equality of votes, the Chairperson shall have a second casting vote in addition to the vote to which he or she may in any case be entitled

**5.1.11** In the event of a conflict of interest for the Chairperson, they must vacate the Chair and another Chairperson must be appointed by a vote of the members present for the duration that the conflict persists.

- 5.1.12** At an AGM, the outgoing committee shall present for approval to the meeting the financial accounts of the Club for the year ending at that AGM.

### **5.3 Quorum at Meetings**

- 5.3.1** The quorum shall be fifteen (15) Full Members, excluding Core Committee Members, up to a 100 person membership. If the membership of the Club shall exceed 100, then the quorum shall be five (5) additional members and an additional five (5) per 100 increases in membership thereafter, up to a maximum membership of 500.

- 5.3.2** If the quorum is not reached at a general meeting the meeting cannot proceed, but must be reconvened within one week

- 5.3.3** If the Club fails to reach quorum at the reconvened general meeting, it will be put forward for de-recognition at the next CSC.

### **5.4 Committee Meetings**

The Committee shall meet at least six (6) times per academic year with least two (2) meetings being held in each semester. Subject to the rules of this Constitution, the Committee shall determine its own quorum on election, and shall regulate its own procedures. The Secretary shall give at least four (4) days' written notice of any committee meetings.

## **6. Health and Safety**

### **6.1 Health & Safety**

The Committee and the members of the Club will at all times do their utmost to comply with the Health & Safety Statement of the Club to ensure any planned activities are safe to participate in and that members do not engage in behaviour likely to cause harm.

### **6.2 Health & Safety Statement**

- 6.2.1** The Club must have a Health & Safety Statement. This must follow the template provided by the Health & Safety Consultants for Clubs & Societies. This will be available on the Clubs and Societies website.

- 6.2.2** The Health & Safety statement must be reviewed annually by the Committee to ensure it remains relevant to the Club's activities and is compliant with any legislative changes or directives issued by a governing body.

- 6.2.3** The Committee will inform its members of their obligations under the terms of the Health & Safety Statement. This should be undertaken at a general meeting and per event/trip briefing

- 6.2.4** The Club may exercise the right to enforce the rules and regulations contained within the Safety Statement and discipline members who does not consistently adhere to such.

### **6.3 Training Sessions**

There must be at least one (1) qualified coach per trampoline station and one (1) committee member per session in order for a safe learning environment to be created and a training session to go ahead

### **6.4 Foreign Trips**

**6.4.1** If any member intends to make a foreign trip on Club business, they must inform the Clubs and Societies Development Officer (CSDO) and the Sports Administrator with regards to a club trip.

**6.4.2** An itinerary must be furnished to the members travelling abroad in advance of all trips outside of the island of Ireland. The itinerary must include:

- (i) Flight/Ferry information, and accommodation phone numbers and a daily schedule of the planned activities.
- (ii) The contact details of the event coordinators while abroad and the person/people designated to be responsible for First Aid (where possible).

**6.4.3** The following information must also be provided to the CSDO and Sports administrator at least two weeks in advance of the planned trip.

- (i) Accommodation name, address and contact number.
- (ii) Details of nearest Embassy and Hospital.
- (iii) For each participant who is travelling; screenshots of membership profile from ulwolves.ie, contact number, in case of emergency contact name and phone number, European Health Insurance Card (EHIC formerly E111) number

**6.4.4** The member must take the Clubs & Societies Travel Insurance Policy Number on any trip, which is available from CSDO or ULSU Secretary General in advance of the trip

**6.4.4** In accordance with the Health & Safety Statement, the contact details for the Clubs and Societies Development Officer, General Manager, ULSU President and the UL Sorts Administrator must be provided to the event co-ordinators

### **6.5 Drugs & Alcohol**

In order to protect the welfare of members while on trips away members the Captain/Welfare Officer/Trip Leader will ensure that members are fully aware of the Clubs policy in relation to such.

**6.5.1** Club members must understand that Club trips/events are not an opportunity to push their limits in relation to alcohol. Over use of alcohol may negatively affect the experience of both the partaking member and those who are responsible for them while on the trip.

**6.5.2** Trampolining trips/competitions and the social nights which are often connected with them should be understood as completely separate events.

**6.5.3** Club members are forbidden from using gymnastics and trampolining apparatus while under the influence of alcohol.

**6.5.4** If a member exceeds their alcohol limit while attending a competition it is at the discretion of the Captain/Trip Leader to decide if that member is safe to compete the next day. If the member is deemed unsafe to compete and thus misses their competition the next day, the subsidised amount of money paid by the club is now owed to the club by this person.

**6.5.5** Illegal recreational drugs are a banned and often harmful substance and as such the use/distribution of these substances on a UL Trampoline and Gymnastics Club trip is punishable by the ban of ever attending a UL Trampoline and Gymnastics Club trip again in the future.

**6.5.7** Club members are forbidden from using gymnastics and trampolining apparatus while under the influence of illegal recreational drugs.

## **7. Disciplinary Action**

### **7.1 Initiation of Disciplinary Action**

Disciplinary Action will be initiated if one or more of the following conditions are breached

1. Serious or persistent breach of Health and Safety.
2. Bringing the name of the club into disrepute.
3. Acting against the aims and/or objectives of the club.
4. Misappropriation of any funds relating to the club.
5. Discrimination & Harassment (Equal Status Act 2000).

All meetings and correspondences relating to a breach of disciplinary conditions must be accurately recorded, filed. This is a necessary function and important in the event of a challenge – legal or otherwise.

The Clubs & Societies Executive must be informed formally in the event of a formal complaint.

### **7.2 Disciplinary Procedure**

1. A formal complaint is registered with the committee.
2. Committee meet to discuss the complaint.
3. Committee arrange to meet all parties formally to discuss complaint. Natural Justice must be complied with.
4. Each party may bring representation to the committee.

### **7.3 Disciplinary Resolutions**

Possible Resolution's on behalf of the committee may include:

1. Take no further action.
2. Issue a verbal warning.
3. Issue a formal written warning.
4. Suspend or Expel member. Membership shall be refused to persons of previously revoked membership, or who are under current suspension.
5. In the event that the club is unable to resolve a complaint then it must be referred to the Clubs & Societies Executive.

## **8. Financial Matters**

### **8.1 Funds**

All funds raised by University of Limerick Trampoline and Gymnastics Club must be used for the expressed purpose of the promotion and development of Clubs & Societies under the auspices of the Students Union.

**8.1.1** On the event of de-recognition of University of Limerick Trampoline and Gymnastics Club, any funds remaining shall become the property of the Clubs and Societies Executive.

**8.1.2** In the event of de-recognition of the Club, any funds remaining shall revert to the Clubs & Societies to be administered by the CSE.

### **8.2 Bank Accounts**

**8.2.1** All accounts operated by the Club must be made known to the CSE in the annual budget.

**8.2.2** At least three ( 3) officers of the Committee, of which one must be the Treasurer, shall be nominated as signatories on the Bank Mandate for the Club's accounts, and at least two (2) officers, of which one must be the Treasurer, is required sign off on all transactions.

### **8.3 Subsidisation**

**8.3.1** Club trips of a competitive nature are subsidised for those who compete for the University of Limerick.

**8.3.2** If a person who receives subsidisation for a competitive and fails to compete for the University of Limerick without good reason (medical, bereavements), the amount subsidised becomes owned from that person to the Club

**8.3.3** In the event that there are spaces left on a trip which no competitive members wish to fill, those space can then be offered to members not competing at an unsubsidised rate.



## **9. Equipment**

### **9.1 Equipment Policy**

1. The ownership of all equipment owned under the guise or name of the Trampoline and Gymnastics Club of the University of Limerick under the auspices of the Students Union shall remain the property of the Clubs & Societies of University of Limerick. Any monies raised, sponsorship or donations, personal or otherwise, which contribute to the purchase of equipment, shall automatically be deemed as property of the relevant club. All club inventories shall be used for the promotion of the club or societies aims in accordance with this common constitution, with the consent of their committee and subordinate to the University of Limerick Students Union constitution.
2. In the event that the Trampoline and Gymnastics Club is de-recognised the ownership of all equipment/inventory shall be transferred back to the Clubs and Societies of the University of Limerick Students Union. This equipment may be held in trust until the club is re-started or a similar interest club that may benefit from the use of such equipment. It may also be decided in the event of de-recognition to sell off all such assets and return all proceeds to the special events fund or annual budget of clubs and societies as appropriate.
3. All committee members of the club must ensure in the event of de-recognition that all equipment is returned without delay complete with keys for storage and location where necessary. The committee charged with the responsibility of equipment records, logbooks and maintenance records are liable for the welfare and transfer of all such equipment. Failure to comply shall compel the Clubs & Societies Executive to initiate the necessary proceedings legal or otherwise.
4. Pursuant to these aims, the committee members of the club are responsible for keeping a record of all assets controlled by the relevant club. They are also responsible for the storage and maintenance on any equipment and for keeping records of the maintenance, which shall be available to the Clubs and Societies Executive committee on request.
5. The Clubs & Societies Executive committee shall be the arbitrators of all aspects of the Clubs & Societies Equipment Policy.

## **10. Legal Protocol**

This shall form part of the generic constitutional requirement to be presented to Council as part of the business of semester 1 AY 0809 – on-going

### **CLUBS AND SOCIETIES EXECUTIVE PROTOCOL ON LEGAL PROCEEDINGS**

#### **STEP 1**

A formal request must be made from a Club for legal advises to be sought to the Clubs & Societies Executive. The formal request will be in written form outlining in detail the time line of alleged grievance and how it affects the clubs activities or good name. Full disclosure of all documents and correspondences (email, phone calls, text, web) must be made available to the Clubs & Societies Executive. The written request must be accompanied by a signed declaration by the committee that the information contained within is truthful and an accurate account of the issue in question.

## STEP 2

The Clubs & Societies Executive will convene and the issue will form part of their weekly meetings on the official agenda. Clubs & Executive members with membership of the club in dispute must declare all affiliations and vacate the meeting where conflict of interest arises.

The Clubs & Societies Executive shall request the signatories of the initial formal request to attend a meeting in person of the Clubs & Societies Executive prior to a decision being made to grant or reject the request for referral to the ULSU solicitor. A majority decision from is required from the Clubs voting members of the C&S Executive and a majority of the voting members of C&S Executive in order to grant permission for the issue to be referred for legal advice to the ULSU solicitor by the Archery club. In the event of conflicts of interest it will be a majority of the *remaining* voting members of the Clubs & Societies Executive.

## STEP 3

When a legal opinion has been offered, it must be disclosed in full to the Clubs & Societies Executive. Each subsequent request to proceed from one legal action proceeding to another will be subject to approval by the Clubs & Societies Executive on the basis of legal opinion and the “majority decision basis”.

## STEP 4

Clubs & Societies Executive retain the right to sanction or reject the initiation of any legal action or proceeding subject to the legal advises at any time. This shall be on the grounds that no one club may unnecessarily expose the level of risk to the overall integrity of the University of Limerick’s Clubs and Societies.

**(Copy of Schedules attached)**

## 10.1 Initiation of Disciplinary Action

The following constitute breaches of discipline:

- (i) Serious or persistent breach of Health and Safety.
  - (ii) Bringing the name of the Club into disrepute.
  - (iii) Acting against the aims and/or objectives of the Club
  - (iv) Misappropriation of any funding relating to the Club
  - (v) Discrimination & Harassment as defined in the Equal Status Act 2000
  - (vi) Gross misconduct by any member.
1. All complaints relating to alleged breaches of discipline shall be made in writing (including email) to a member of the Core Committee and to the CSE in reasonable proximity to the date of the matter giving rise to the complaint. The member of the Core Committee shall submit that written complaint to the Committee, whose decision, subject to the provisions of this rule, shall be final and binding.
  2. On being advised of a complaint of an alleged breach of discipline and being of the opinion that the matter is of a sufficiently serious nature, the Committee, acting with all reasonable haste, shall appoint a sub-committee (as per section 3.1), comprising of five full members to deal with and adjudicate upon the complaint. (For the purposes of this section 7, the sub-committee dealing with the complaint is hereinafter termed “**the Discipline Committee**”).

3. A written notice of a date, time and place of the meeting of the Discipline Committee at which such matters are to be considered and the nature of the complaints shall be given to the member concerned at least fourteen (14) days prior to the meeting.

i The member shall be entitled to attend at such meeting and shall be afforded the opportunity to respond to the complaints

5. The quorum for a meeting of the Discipline Committee shall be three (3). Voting shall be by secret ballot, and the elected Chairperson of the Discipline Committee shall be entitled to vote and not have a casting vote. A majority of those present and voting shall be required to find a member in breach of discipline. The Discipline Committee shall have power to caution, discipline, and sanction such member in such manner as it considers appropriate, or to suspend the member's membership for such period as it considers appropriate, or to expel the member from membership of the Club or of any committee thereof, or to impose such condition on members continued membership as the Discipline Committee considers appropriate.
6. During a period of suspension, a member shall be denied all rights and privileges of membership. In the event of suspension or expulsion the member shall not be entitled to a refund of the whole or any part of the Membership Fee for the years in which a suspension or expulsion occurs, and any Membership Fee falling due within the period of suspension shall remain due and payable.
7. A member desiring to appeal against the finding of the Discipline Committee and/or against the sanction imposed within fourteen (14) days of the decision request the CSE to consider the appeal. Such request must be made in writing. Upon the receipt of such an appeal the CSE shall appoint one if its members to hear the appeal, who will request written submissions from both the Discipline Committee and the member lodging the appeal and shall make their decisions based on those written submissions. In exceptional circumstances the CSE appointee may (at his or her sole discretion) convene a meeting with either or both of the Discipline Committee and/or the appellant, either alone or together.
8. In the event that a finding by the Discipline Committee of a breach of discipline is upheld, or in the event of an appeal against severity of sanction only, the CSE shall, inter alia, have power to reduce or increase the sanction.
9. Pending the decision of the CSE, the sanction imposed by the Discipline Committee shall not take effect.
10. The decision of the CSE shall be final and binding.

## 10.2 Grievance Procedure

The Clubs and Societies are voluntary social, recreational and leisure clubs who run activities for students and staff of the University of Limerick to enjoy in their leisure time. In this regard, we would hope that Club & members will get along with each other without any grievances arising. However, we do understand that from time to time, grievances caused by misunderstanding, disagreement or general dissatisfaction may occur among Club members. Full recognition is given to the significance of personal grievances and it is our policy that all grievances will be dealt without undue delay and resolved at the earliest possible stage

1. In the first instance, it is expected that any Club member with a grievance will attempt to resolve it informally by speaking with the individual(s) concerned in an attempt to resolve the issue amicably. If a resolution is agreed at this stage, both members involved should agree to put the issue behind them for the good of the Club.
2. If the member experiencing the grievance does not feel confident in approaching the individual(s) concerned, they should speak to a member of the Club committee and explain their grievance to them. The committee member should facilitate a meeting between the member and the individual concerned with a view to resolving the grievance as quickly and amicably as possible. This meeting should take place within five days of the member raising the grievance.
3. If there is no agreement at this stage, the member experiencing the grievance should submit their grievance in writing to the Club committee. The committee should appoint two members of the committee to investigate the grievance within five days of receiving the grievance. The investigation should be done through meeting both parties involved in the grievance and any other person who the two members consider appropriate. Minutes should be taken at the meeting and a report of the findings prepared. A decision should be made by the two members as to what the outcome of the grievance is. This information should then be presented to both parties of the grievance. Those investigating the grievance should aim to resolve the grievance within ten days of receiving the grievance.
4. If either party is unhappy with the outcome of the investigation into the grievance, they should appeal the decision to the Clubs and Societies Executive Committee outlining the reasons for the appeal within seven working days of receiving the outcome of the grievance. The Clubs and Societies Executive Committee should appoint two members to hear the appeal meeting within five days of receiving the appeal. An investigatory meeting should take place if necessary and a decision made within ten days of receiving the appeal.
5. It is expected that at any stage at which resolution is achieved that the members will agree to work together in harmony for the sake of the other members of the Club.

### **10.3 Bullying and Harassment Procedures:**

There is both an informal and formal procedure to deal with the issue of bullying/harassment within the clubs. It is our aim that any investigation that takes place will be completed as quickly as possible.

#### **Informal Procedure:**

It is often preferable for all concerned that complaints of bullying or harassment are dealt with informally whenever possible. While in no way diminishing the issue or the effects on individuals, an informal approach can often resolve matters more effectively. As a general rule therefore, an attempt should be made to address an allegation of bullying/harassment as informally as possible by means of an agreed informal procedure. The objective of this approach is to resolve the difficulty quickly and effectively, with the minimum of conflict and stress for the individuals.

Any member who believes he or she is being bullied/harassed should explain clearly to the alleged perpetrator(s) that the behaviour in question is unacceptable. In circumstances where the member finds it difficult to approach the alleged perpetrator(s) directly, he or she should seek help and advice, on a strictly confidential basis, from a fellow member of the Club. The fellow club member can be a support for the complainant in approaching the alleged perpetrator to explain the reasons they feel they are being bullied or harassed.

It is recognised that it may not always be practical to use the informal procedure, particularly where the harassment bullying is of a very serious nature.

#### **Formal Procedure:**

If an informal approach is inappropriate or if, after the informal stage, the bullying/harassment persists, the following formal procedures should be invoked: -

1. The complainant should make a formal complaint, in writing, to the Club committee detailing precise details of actual incidents of bullying/harassment; for example, state the name of the alleged perpetrator, the nature of the complaint, dates and times of when the incidents occurred, witnesses, and any action that the complainant may already have taken, if any.
2. The alleged perpetrator(s) should be notified in writing that an allegation of bullying has been made against them. They should be given a copy of the complainant's statement as soon as is practicable and advised that they shall be afforded a fair opportunity to respond to the allegation(s), within specified time limits. No outcome regarding the complaint will be made until a full and fair investigation has taken place.
3. Before commencing an investigation, the Club committee may take the decision to exclude the alleged perpetrator from any Club activities while the investigation is ongoing if it is deemed appropriate. This in no way implies any wrong doing on the part of the perpetrator but will be taken as a cautionary measure to prevent exacerbating the situation between the complainant and the alleged perpetrator.

4. The Club committee will appoint two members of the committee who will be tasked with investigating the complaint. They will prepare clear terms of reference which outline the background to the complaint, who should be interviewed through the course of the investigation and the timeline in which to resolve the complaint.
5. Meetings will be arranged with the complainant, the alleged perpetrator and any other person who the two members consider appropriate. All will be asked to respond to the complaint and detail their version of events. Both parties and witnesses have the right to be accompanied by a representative at all meetings. Meeting notes will be taken and once committed to type must be signed by the relevant person who was interviewed as a true and accurate reflection of the discussion.
6. Those investigating will prepare a report of their findings and submit it to the Clubs committee for a final decision. The two committee members who have taken part in the investigation should not make a decision regarding the outcome.
7. Once a decision has been made, the complainant and the alleged perpetrator must be informed as soon as is practicable.
8. If the complaint is upheld, the Club committee will instigate the Clubs and Societies Disciplinary Procedures. Actions taken can include expulsion from the Club.
9. If the complaint is not well found, both parties should be brought together by the Club committee and a mediation process should be implemented to ascertain whether both members can move on and continue to partake in the clubs activities.
10. If the complaint is discovered to be malicious or vexatious, the Club
11. Committee may instigate the Clubs and Societies disciplinary procedures against the complainant.
12. Retaliation of any kind against the member for complaining may also constitute
13. Bullying/harassment and is a serious disciplinary offence.

#### **10.4 Appeals Process**

If either party is unhappy with the outcome of the investigation, both parties have the right to appeal to the Clubs and Societies Executive Committee within 5 working days of the findings being issued. A party, who wishes to appeal the outcome, should put the reason for the appeal in writing and address it to the Student's Union President.

Upon receiving the appeal letter, the Clubs and Societies Executive Committee will appoint two members of the Committee to hear the appeal. They may choose to conduct further investigations or implement a new investigation. A decision regarding the outcome should be taken within ten working days of receiving the appeal.

### **10.5 Confidentiality**

All individuals involved in the procedures referred to above should maintain strict confidentiality on the subject. All involved will be reminded of this throughout the investigation process.

## **11. Interpretation**

### **11.1 Interpretation of the Constitution**

Where a dispute arises as to the meaning of this Constitution or a dispute as to a conflict between this Constitution and the Constitution of the University of Limerick Students' Union, then the dispute shall be referred to an arbitrator to be appointed by the President of the University of Limerick Students' Union and the arbitrator's decision is final.